



United States
Department of
Agriculture

Marketing and
Regulatory
Programs

Washington, DC
20250

INFORMATIONAL MEMORANDUM FOR THE APHIS DEPUTY ADMINISTRATORS

FROM: Michael Watson, Ph.D.
APHIS Administrator

SUBJECT: Delegation of Authority for Disciplinary Actions Involving
Telematics-Identified Improper Use of Government Equipment

Telematics is the integrated use of telecommunications with information and communications technology. It is the technology of sending, receiving, and storing information relating to remote objects, such as vehicles, via telecommunication devices.

By this memorandum, the APHIS Administrator grants to the Marketing and Regulatory Programs (MRP) Chief Human Capital Officer (CHCO) the authority to delegate for disciplinary actions effected, in whole or in part under Title 5, Code of Federal Regulations Part 752, for misconduct related to telematics-identified improper use of government equipment. This delegation supersedes any prior delegations related to disciplinary actions resulting from improper actions identified via telematics.

Within the MRP Business Services Human Resources Division (HRD), the Labor Management and Employee Relations Branches (LMER), within the Employee Management Services Directorate (EMSD), are responsible for oversight and governance of the disciplinary process to ensure consistency, objectivity, and fairness. Managers and supervisors are directed to consult with their servicing LMER Branch Chief regarding any improper action that may result in disciplinary action.

Authority to propose and decide disciplinary action for misconduct related to the improper use of government equipment identified by telematics data is delegated as follows:

- 1) The LMER Branch Chiefs may serve as either the proposing or deciding official for disciplinary actions, but the same individual may not serve as both the proposing and deciding official for the same disciplinary action. One Branch Chief may serve as the proposing official, and the other(s) may serve as the deciding official.
- 2) The EMSD Deputy Director may also serve as the deciding official for any disciplinary action.

The EMSD Deputy Director and the two LMER Branch Chiefs may, by written delegation, appoint a designee to propose, decide, or take the specified actions. If the LMER Branch Chief or the EMSD Deputy Director position is vacant, the CHCO may re-delegate the position's authority, in writing. If an LMER Branch Chief or the EMSD Deputy Director has a real or apparent conflict of interest with a subject employee, the CHCO may re-delegate the authority, in writing, to a supervisor or manager who does not report to the person with the real or apparent conflict of interest.

Deputy Administrators must ensure supervisors and managers within their respective organizations are advised of these delegations and comply with the requirement to consult with their servicing LMER Branch Chief regarding any improper action that may result in disciplinary action.

Clearance:

MRPBS, HRD: _____

MRPBS, ODA: _____